



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
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CHRISTINE C. FERGUSON
COMMISSIONER

TO: BSAS Program Directors

FROM: Michael Botticelli
Assistant Commissioner Substance Abuse Services

DATE: October 4, 2004

RE: FY04 Annual Reports

This past year, the Bureau of Substance Abuse Services regional management staff undertook the task of revising the Annual Reports requested from contracted programs. Their efforts were focused on reducing the paperwork required from programs, only requesting information that was not available from other sources, and ensuring that the Annual Report covered critical items outlined in the RFRs and the BSAS Terms and Conditions and Standards of Care.

Every contracted program is required to submit an annual report for FY04. The Annual Report for your program/s is enclosed. Annual Reports are not only a contract performance/monitoring tool, but also allow the Bureau to determine how providers are responding to key elements in the BSAS Terms and Conditions and Standards of Care and areas where further systems development is required.

Each report consists of two or three items from the BSAS Terms and Conditions and Standards of Care that can usually be answered by attaching copies of agency policies and procedures, or with a short response. In addition, some programs types have additional specific items that come from the RFR. Brevity is appreciated and written responses should be no more than half page in length.

The separate report formats are being sent to the program directors at each agency, Executive Directors are just receiving a copy of the letter. The due date for all reports is November 15, 2004 and we are asking that completed reports be returned to:

Jay Mann
Department of Public Health
Bureau of Substance Abuse Service, 3rd. Floor
250 Washington Street
Boston, MA 02108

Additional copies of the Annual Reports will be made available on the BSAS Web Page:

<http://www.mass.gov/dph/bsas/bsas.htm>

If you have any questions regarding the process or any of the questions, please contact Jay Mann at 617-624-5558 or jay.mann@state.ma.us

Cc: Executive Director